

Banner ID # @	Last Name Zekavat	First Taraneh	Middle Initial C	Telephone State Zip
Address				

Part I: Check all that apply

Classification: <input checked="" type="radio"/> Administrative/Professional Staff <input type="radio"/> Faculty <input type="radio"/> Support Staff <input checked="" type="radio"/> Temporary <input type="radio"/> Regular	<input type="checkbox"/> New Employee <input checked="" type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input type="checkbox"/> Other (explain)
<input checked="" type="radio"/> Full-Time <input type="radio"/> Part-Time		

Part II: Assignment/Accounting Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person. All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures. Support Staff employees are at-will employees.

CURRENT Division/Unit: Instruction	Job Vacancy No.: (if applicable) 1608 A 015
Job Title/Position: Director of Adult Education & Literacy	Specialized Area: Adult Education & Literacy
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? 23
Budget Number: 218918.6012.6185.1012	Position No. (NBAPOSN): DIR25T
Compensation: \$ 78,735	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Start Date: 09/01/2022	End Date: N/A
Sched CA _____ Grade 15 _____ Step 14 _____	Hourly Rate: (Part-time only) \$ N/A per hr x N/A hrs/wk x N/A wks = \$ N/A per year
<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: 08/31/2023
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)	

PROPOSED Division/Unit: Instruction	Job Vacancy No.: (if applicable) 1608 A 015
Job Title/Position: Director of Adult Education & Literacy	Specialized Area: Adult Education & Literacy
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: N/A
Funded in which FY? 24	Position No. (NBAPOSN): DIR25T
Budget Number: 218919.6012.6185.1012	
Compensation: \$ 78,735	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Start Date: 09/01/2023	End Date: N/A
Sched CA _____ Grade 15 _____ Step 14 _____	Hourly Rate: (Part-time only) \$ N/A per hr x N/A hrs/wk x N/A wks = \$ N/A per year
<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: 08/31/2024
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)	

Explanation of Action:
FY24 Extension for AEL Grant FT Director

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Tara Zekavat <small>Digitally signed by Tara Zekavat Date: 2023.08.14 13:36:24 -05'00'</small>	Date _____ Approved by Dean _____ Date _____
Approved by Division Chair _____ Date _____	Approved by Vice President Leigh Ann Collins <small>Digitally signed by Leigh Ann Collins Date: 2023.08.14 15:46:43 -05'00'</small>
Approved by Cabinet Level Supervisor _____ Date _____	Reviewed by Human Resources <i>[Signature]</i> 08/17/23
Budget Approval <i>[Signature]</i> 08/17/2023	Approved by President <i>[Signature]</i> 8-17-23